



THE CITY OF WILLIAMSBURG  
LAND DISTURBANCE PERMIT

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401 LAFAYETTE STREET  
WILLIAMSBURG, VIRGINIA 23185-3617  
(757) 220-6136 (757) 259-3798 (FAX)

LOCATION/DESCRIPTION OF LAND:

OWNER(S) NAME: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT FEES:

PLANS CHECK \$ \_\_\_\_\_

GRADING \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Note: The amount of the bond or other security for performance shall be the cost of the bond plus **twenty-five percent** of the estimated cost of the conservation action.

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DESIGNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RESPONSIBLE LAND

DISTURBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RLD # \_\_\_\_\_

CERTIFICATE # \_\_\_\_\_

AREA OF LAND TO BE CLEARED \_\_\_\_\_ GRADED \_\_\_\_\_ FILLED \_\_\_\_\_

VOLUME OF: CUT \_\_\_\_\_ FILL \_\_\_\_\_

NUMBER OF TREES TO BE CUT IN CLEARING LIMITS: \_\_\_\_\_

PREDOMINANT SPECIES \_\_\_\_\_ SIZE \_\_\_\_\_

DESCRIPTION OF PROPOSED PREPARATION TO PREVENT EROSION DURING CONSTRUCTION AND LIST OF SUPPORTING DOCUMENTS:

COST OF LAND DISTURBING ACTIVITY \_\_\_\_\_ BOND AMOUNT \_\_\_\_\_ BOND NUMBER \_\_\_\_\_

DATE FOR COMMENCING WORK \_\_\_\_\_ ESTIMATED COMPLETION TIME IN DAYS \_\_\_\_\_

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION PROVIDED ABOVE IS TRUTHFUL AND ACCURATE AND THAT WORK UNDER THIS PERMIT WILL BE DONE ACCORDING TO THIS AND SUPPORTING DOCUMENTS LISTED ABOVE. ALL WORK IS SUBJECT TO ON-SITE INSPECTION BY THE CITY OF WILLIAMSBURG. I UNDERSTAND THAT THE ISSUANCE OF THIS PERMIT CONSTITUTES AN AUTHORIZATION TO DO ONLY THAT WORK, WHICH IS DESCRIBED OR ILLUSTRATED ON THIS PERMIT OR THE SUPPORTING DOCUMENTS. THE ISSUANCE OF THIS PERMIT DOES NOT RELIEVE ME FROM RESPONSIBILITY FOR DAMAGES TO OTHER PERSONS OR PROPERTY. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE PREVENTING OF DAMAGE TO ANY PUBLIC UTILITIES OR SERVICES WITHIN THE LIMITS OF GRADING AND ALONG ANY ROUTES OF TRAVEL OF EQUIPMENT. THIS PERMIT IS GRANTED UNDER THE TERMS AND CONDITIONS STATED IN CITY EROSION AND SEDIMENT CONTROL CODES AND THE CURRENT EDITION OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

**Permit Fees:** Single Family or duplex lot (in addition to development plan fee) \$50

Non-Residential - \$400 per acre for the first 5 acres, plus \$200 for each additional acre over 5 acres

# **EROSION AND SEDIMENT CONTROL SITE PLAN COMPONENTS & CHECKLIST**

## **\* A MUST HAVE FOR PLAN APPROVAL \***

**MINIMUM STANDARDS** – All applicable Minimum Standards must be addressed and satisfied on every construction project, unless a specific variance is granted.

**MS-01.** Timing of Permanent or temporary soil stabilization.

**MS-02.** Protection of soil stockpiles on and off site.

**MS-03.** The establishment of a permanent vegetative cover.

**MS-04.** First step measures shall be made functional before upslope land disturbance takes place.

**MS-05.** Stabilization of earthen structures such as dams, dikes and diversions shall be done after installation.

**MS-06.** Sediment traps and basins shall be designed based upon the total drainage area being served.

**MS-07.** Cut and fill slopes shall be designed and constructed to minimize erosion.

**MS-08.** Concentrated runoff shall not flow down, cut or fill slopes unless contained. (channel or flume)

**MS-09.** Whenever water seeps from a slope face, adequate drainage or other protection shall be provided.

**MS-10.** All storm sewer inlets shall be protected from sediment-laden water.

**MS-11.** Before being made operational, all outlets shall be protected by temporary or permanent lining.

**MS-12.** Precautions shall be taken when working in live watercourses (WC) to minimize encroachment.

**MS-13.** When a live watercourse must be crossed, the crossing shall be made of non-erodible material.

**MS-14.** When crossing or working in a WC all applicable federal, state and local regulations shall be met.

**MS-15.** The bed and banks of a WC shall be stabilized immediately after work is completed.

**MS-16.** Underground utility lines are limited to **500 feet** at one time and any state or local codes.

**MS-17.** Construction access routes shall be made to minimize the transport of sediment by vehicles.

**MS-18.** All temporary E & S measures shall be removed within **30 days** after final site stabilization.

**MS-19.** Properties and waterways downstream shall be protected from sediment, erosion, and damage.

**NARRATIVE** – A narrative is a written statement which explains the erosion and sediment control decisions made for a particular project and justification for those decisions.

**PROJECT DESCRIPTION** – Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.

**EXISTING SITE CONDITIONS** – A description of the existing topography, vegetation and drainage.

**ADJACENT AREAS** – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

**OFF-SITE AREAS** – Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Will any other areas be disturbed?

**SOILS** – A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.

**CRITICAL AREAS** – A description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.).

**EROSION AND SEDIMENT CONTROL MEASURES** – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in Chapter 3 of the E & S Handbook 1992)

**PERMANENT STABILIZATION** – A brief description, including specifications of how the site will be stabilized after construction is completed.

**STORMWATER RUNOFF CONSIDERATIONS** – Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.

**CALCULATIONS** – Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post development runoff.

## **SITE PLAN**

**VICINITY MAP WITH AN ARROW INDICATING NORTH**

**LIMITS OF CLEARING AND GRADING** – Areas which are to be cleared and graded.

**EXISTING CONTOURS** – The existing contours of the site.

**FINAL CONTOURS** – Changes to the existing contours, including final drainage patterns.

**EXISTING VEGETATION** – The existing tree lines, grassed areas, or unique vegetation.

**SOILS** – The boundaries of different soil types.

**EXISTING DRAINAGE PATTERNS** – The dividing lines and the direction of flow for different drainage areas. Include the size (acreage) of each drainage area.

**CRITICAL EROSION AREAS** – Areas with potentially serious erosion problems (See Chapter 6 for criteria.)

**SITE DEVELOPMENT** – Show all improvements such as building, parking lots, access roads, utility construction, etc.

**LOCATION OF PRACTICES** – The locations of erosion and sediment control and stormwater practices on the site.

**OFF-SITE AREAS** – Identify any off-site land disturbing activities (e.g., borrow sites, waste areas, etc.) Show areas.

**DETAIL DRAWINGS** – Any structural practices used that are not referenced should be explained and illustrated.

**MAINTENANCE** – A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

# VSMP GENERAL PERMIT FOR CONSTRUCTION ACTIVITIES

DO YOU NEED AN EROSION AND SEDIMENT CONTROL PERMIT? PLEASE NOTE THAT YOU MAY HAVE TO OBTAIN A VSMP PERMIT PRIOR TO APPLYING FOR AN EROSION AND SEDIMENT CONTROL PERMIT.

## Who Must Apply for Permit Coverage to Discharge Stormwater from a Construction Activity?

### **Department of Conservation and Recreation**

203 Governor Street | Richmond, VA 23219-2094

(804) 786-1712

- Operators of construction activities resulting in land disturbance equal to or greater than one acre.
- Operators of construction activities resulting in land disturbance equal to or greater than 2,500 square feet and less than one acre within areas designated as subject to the Chesapeake Bay Preservation Act.
- Construction activities with land disturbance less than one acre that are part of a larger common plan of development or sale that disturb one or more acres. A larger common plan of development or sale is a contiguous area where separate and distinct construction may be taking place at different times on different schedules. A permit is required if one or more acres, or 2,500 square feet or more in all areas designated as subject to the Chesapeake Bay Preservation Act, of land will be disturbed, regardless of the size of the individually owned or developed sites. For example, if a developer buys a 20-acre lot and builds roads with the intention of building homes or other structures in the future, or if the land is parceled off or sold, and construction occurs on plots that are less than an acre by separate, independent builders, these activities would still be subject to stormwater permitting requirements. A larger common plan of development or sale applies to various types of land development including but not limited to that of a residential, commercial or industrial nature.

## Fees for the General Permit for Discharges of Stormwater from Construction Activities

- The permit fee for a construction activity with land disturbance of at least one acre and less than five acres is \$300.
- The permit fee for a construction activity with land disturbance of at least five acres is \$500.
- Permit fees for construction activities that are part of a larger common plan of development or sale is determined by the entire land disturbance area of the common plan of development or sale, not the land disturbance area of the parcel contained within the common plan of development or sale. For example, the permit fee for a construction activity that is part of a common plan of development or sale where the total land disturbance of all parcels in the development is at least five acres is \$500.
- There is no fee for construction activity resulting in land disturbance of at least 2,500 square feet and less than one acre in all areas designated as subject to the Chesapeake Bay Preservation Act if it is not part of a common plan of development or sale.